



Ms. Miranda & Ms. Nicole Welcome You to the TDD Dance Family!

At The Dance Department, our mission is to use dance to positively impact the lives of our students, teachers, and community. We strive to create a healthy dance family and safe space – to learn, grow, and experience the joy of movement at all levels and abilities. Our focus is on developing every dancer's strength, confidence, and technique. We aim to teach the importance of empathy, respect, and the discipline of dance, helping students succeed inside and outside the studio. Every dancer matters and is part of our dance family, whether they are in one class or part of our Repertory.

Please read through our welcome packet and contact Ms. Nicole or Ms. Miranda with any questions and/or concerns.



TDD COMMUNICATIONS

Studio Contact Information

Studio Phone # call/text - (970) 230-3226

Studio Email: info@thedancedepartment.net

Studio Website: www.thedancedepartment.net

Administrative Hours

Monday-Thursday: 9am-2pm

(Parents may schedule a meeting with the directors outside of the times listed above.)

EMAIL IS OUR PRIMARY FORM OF COMMUNICATION

Please be sure to check the studio social media, weekly newsletter and your email on file to keep up to date with studio announcements, upcoming events and updates.

We have no intention of spamming or cluttering your inbox. Our emails will contain information about upcoming events, class details, or tuition reminders. Announcements and reminders can also be found on our social media and in our weekly newsletter. It is our goal to keep everyone updated and informed to avoid any misunderstandings about commitments or finances. We aim to be as transparent and accessible as possible.



TDDepartment



the_dancedepartment

TDD Important Dates 2024-2025

- September 3rd First Day of 2024-2025 Classes
- October 24th-October 30th Wear Your Halloween Costume and Bring a Friend to Class
- October 31st- Closed for Halloween
- November 1st Winter Showcase Commitment Due
- November 15th Winter Showcase Fee Due
- November 25-Dec 1st Closed for Fall Break
- Sunday Dec 15 (Tentative Showcase Date)
- December 15-19th- Winter Party Week in Classes
- December 20th-January 7th Closed for Winter Break
- January 6th TDD Classes RESUME!
- January 20th- No Classes. MLK Day
- February 5th- Recital Commitment Due
- February 12th - Recital Payment Due
- February 1-12th- Recital Measurements in Class
- March 23rd-April 1st Closed for Spring Break
- Last Week of Classes May 8-14th
- Recital Dress Rehearsal May 15th (Tentative Date)
- Spring Recital Saturday May 18th (Tentative Date)

Classroom Policies

2024-2025

1.) **Arrive on time**—We ask that dancers and their families do their best to have their dancers arrive on time. When dancers arrive late, it disrupts class and puts dancers at risk for injury if they are not properly warmed up. If you are late to class, please text the studio at (970) 230-3226.

2.) **Dress Code**—We request that all dancers be appropriately attired, with the correct shoes, and have their hair pulled back from their faces. If you have any questions regarding attire for your dancer's class, please contact the studio. Please note that jeans are NOT permitted for dance class.

3.) **Parents/Guardians please drop-off your dancer** - For the comfort of all dancers aged 5 and above, we kindly request that parents/guardians wait to return until class is over. We understand that parents enjoy being involved, but this can be distracting and intimidating to other students.

You're welcome to join us back during the last 5 minutes of the class. Exceptions can be made for trial classes or dancers who have difficulty leaving their parent. If your dancer is under 5 and a guardian must stay, we kindly ask that only ONE guardian remain. Our waiting area is VERY small and will not accommodate large groups. ***AS OUR CLASSES GROW, IT IS IMPORTANT THAT ONLY ONE GUARDIAN REMAIN TO KEEP CLASS RUNNING SMOOTHLY AND ORGANIZED. PLEASE DO NOT MOVE YOUR BENCHES OR CHAIRS.***

4.) **Arrival** - Your teacher will meet you at the back door to let you in at class time. Our classes run back to back with no break in between. Please be patient as we may not get to the door right away. If you are running late to class please text us at the studio number 970-230-3226

5.) **What to bring into class** - We ask that dancers bring THEIR OWN water bottle. Unless suggested or for medical reasons, food and snacks are NOT to be eaten in the dance studio. **Please leave beloved toys, stuffies, etc at home, as we do not want them to become lost or damaged. TDD is not responsible for lost or stolen items.**

6.) **What to expect** - A welcoming, safe, and positive environment. **TDD does not tolerate bullying of any kind. *If your dancer, or any family member / guardian is engaging in bullying, questionable behavior, or in acts that threaten dancers, instructors, or the facility, TDD reserves the right to terminate your enrollment and will not refund your tuition.***

7.) **NO CELL PHONES ARE PERMITTED IN CLASS** - Dancers attending class on their own or coming from school are an exception. **Instructors reserve the right to request phones remain in the dance bag or at home (if possible).** If there is an emergency, please contact the studio via phone or text at (970) 230-3226. Studio and class time is meant for learning and instruction.

8.) **Use the bathroom prior to class**— We strongly encourage dancers to use the bathroom before class starts to avoid disrupting or missing class when possible. **This is very important for our young dancers!**

STUDIO POLICIES

2024-2025

Information on Payment and Fees

1.) ANNUAL FALL REGISTRATION FEE: An annual non-refundable fall registration fee of \$15 per dancer (\$25 per family with more than one dancer) is due at registration to reserve your dancer's spot in class. Please note that this fee is not required for registration at the Windsor Recreational Center.

2.) TUITION PAYMENT: Class and Repertory tuition is due during the first week of classes every month. Late tuition or insufficient funds will result in late fee penalties. A penalty of \$15 will be incurred if tuition is more than eight days late, and an additional penalty of up to \$75 will be incurred if tuition is over three weeks late. Dancers cannot participate in classes until all tuition fees and penalties are paid in full.

Families willing to pay for an entire season (Sept-Dec) or (Jan-May) will receive a 10% discount. Families opting to pay for a semester or the whole year may do so at any point during the season. We accept credit cards, online payments, and options such as Venmo, Paypal, and check or cash.

If you need payment plan options, contact us as soon as possible. The owners of TDD will discuss these at their discretion and will only be available for families whose previous payments are in good standing.

3.) RECITAL COSTUMES & TICKETS: A \$175 fee to participate in the recital is due in February. The Recital Package includes two tickets, one costume, and a keepsake for the dancer. Please budget for an additional maximum charge of \$85 for each extra costume or class. Additional tickets will be available for purchase closer to the recital date. Please be aware that recital fees are non-refundable. Late payments may affect a dancer's participation in the recital, and late fee penalties will apply. We will have family plans available for those with multiple dancers.

ALL DANCERS ARE OPTED IN TO SHOWCASE AND RECITAL. Exceptions will be made for those who contact us and need to opt-out.

4.) RECITAL & SHOWCASE FEES: All fees, participation, package, ticket sales, etc., for the Winter Showcase and Recital are final and will NOT be refunded.

5.) WITHDRAWALS: Registering for our 2024-2025 dance session is a nine-month commitment. If your dancer is no longer interested in attending class, please contact us at info@thedancedepartment.net or speak with one of our teachers to request a withdrawal form. Tuition is non-refundable. Withdrawal forms submitted after Recital Fees have been paid will NOT receive a refund. Family emergencies or relocation are an exception and can be addressed at the Directors' discretion.

Classroom Rules and Expectations

6.) Please remember the following guidelines for dress code:

Dancers must be dressed appropriately to participate in class and have their hair pulled back from the face. Instructors reserve the right to ask your dancer to sit out if they are not dressed in proper dance attire or shoes. Wearing jeans or school clothes is not considered appropriate dance attire and could cause injury. Dancers should wear form-fitting clothes such as leotards, tights, leggings, yoga pants, shorts, and tank tops. Proper dress, including the proper style of shoes for the class, helps instructors maximize instruction. If you have any questions about which shoes to purchase, please reach out for assistance.

7.) STUDIO ETIQUETTE: No outside shoes, snacks, or gum are allowed inside our dance space out of respect for our rental facilities and the instruction being provided. Exceptions may be made at the Directors' discretion.

- Dancers should bring water bottles to class, but food is not permitted in our dance space unless discussed.

- Please supervise your children during pick up and drop off. The TDD rental facilities are not responsible for the well-being and safety of your dancer.

- Cell phones are not permitted in the dance space. Dancers may leave their phones in their bag. Misuse of cell phones will result in confiscation until class has ended, and legal guardians will be notified. In case of emergency, please call the studio number.

STUDIO POLICIES

(Part 2)

8.) ABSENCES: No refunds are offered for missed classes at The Dance Department. Make-ups are not guaranteed! If your dancer must miss a class, we ask you to contact us before class begins. We understand that life happens and will not hold your dancer accountable for a family emergency or sickness. Consistent attendance is essential for the progression and growth of your dancer. Poor attendance can result in a dancer falling behind the rest of the class. If your dancer has missed too many classes during recital season (January-May), the instructor/choreographer has the right to adjust accordingly. Privates (at additional cost) or removal of the student from the piece may be required.

9.) ILLNESS: **PLEASE BE RESPECTFUL OF FELLOW DANCERS AND OUR INSTRUCTORS BY NOT BRINGING YOUR DANCERS TO CLASS IF THEY ARE SICK OR RUNNING A FEVER.**

Where people are present, so is the risk of contracting COVID-19 or any other illness. TDD is not responsible for illnesses. In the unlikely situation of a studio-wide closure due to illness, classes will be moved to a virtual setting via a video conferencing program.

10.) INJURIES: If your dancer is injured during class, a staff member will administer basic first aid. Parents will be notified, and paramedics will be called in the rare instance of an emergency. All TDD instructors are CPR & First Aid certified. If a dancer is injured and must sit out of class, they are invited to attend and observe. Any tuition reimbursement will be made at the discretion of The Dance Department. The Directors and Instructors reserve the right to have an injured dancer sit out if they are concerned about their well-being.

11.) INCLEMENT WEATHER: TDD's weather policy is not determined solely by the surrounding school districts. Families will be contacted via email or text regarding weather closures. You can find all updates on our social media pages: Instagram and Facebook. ****If a class is canceled due to inclement weather or a staffing emergency, TDD will provide a list of potential make-up classes/days that the dancer may take. Make-up classes are **NOT GUARANTEED.****

12.) BREAKS AND HOLIDAYS: TDD will have fall, winter, and spring breaks. Please check our social media pages and website for the most up-to-date information.

13.) ATTITUDES: The Dance Department is a safe space for dancers and our families alike. Dancers and families are expected to display decorum in our facilities before, during, and after classes, showcases, recitals, and street-side performances. Bullying and undermining staff members and/or fellow students will not be tolerated. Any bullying occurring within or outside of the classroom, will result in a report to the legal guardians of those involved.

All questions and concerns in regards to The Dance Department procedures may be forwarded to info@thedancedepartment.net or by scheduling a meeting with Nicole Kutella and Miranda Lung. The Dance Department holds the right to refuse or terminate enrollment.

Happy 4th Anniversary to TDD and our
amazing dance family.

Turns tight, leaps high, smiles bright.
Let's go be dynamite!



Ms. Miranda & Ms. Nicole